#### HUMOR

Brother Dazzled feels cheated, O. p49

Brother G's communication breakdown. N p49 Sam Shopper gets the chair. D p49

The awakening. Ja p49 Melvin Monotone's identity crisis. F

p49 Brother G gets on a roll. M p49 Brother G is dead wrong! Ap p49 Looking back with Ima Daisy. My

The band played on. Je p49 "Lord, teach us to pray." Jl p49 Hazel's Big Decision. Ag p49 Melvin Monotone Hears a Joyful Noise. S p49

#### INTERIM SERVICE

Standing in the gap: the role of the interim pastor. Ja p34

#### **LEADERSHIP**

Three ideas that might improve your leadership. N p3 Vision: peak performance leadership.

How will I recognize visionary

leadership? N p9 Signposts of the Spirit: six guidelines for leadership. N p12

Lessons for spiritual leaders from the Persian Gulf War. N p18 The fine art of saying no. N p21 The city preacher in the country church. N p22

Helping people grow on their own. N p24

Creativity for church leaders. N p28 What is New Testament leadership? Je p19

## **LEGAL ISSUES**

Are you a minister? The IRS and its rules about ministers. Ja p28 What is an "employee"? The IRS and its rules about ministers. F p35 Legal issues relative to support groups and twelve-step programs. M p24 Social security basics for ministers. M p26 Housing allowance basics. Ap p27

# MINISTERIAL RESOURCES

Getting it all together: organizing the minister's materials. D p34

#### MINISTERS, LIFE OF

When the well runs dry: finding nourishment for ministry. O p23 A biblical model for conflict management. O p2: Improving our prayer life. O p30 The dysfunctional church. O p32 The know-it-all complex. O p36

Confidence, competence, and sufficiency. D p3 Maintaining daily enthusiasm in

ministry. D p6

seeing red biblical? What to do when you are angry. D p9 Stagnation and change. D p12 To the weary minister. D p13 When helpers hurt. D p14 The Elijah syndrome: loneliness

among ministers. D p17 Time management for pastors of single-staff churches. D p20 When the staff is stressed. D p22 Journeying toward wholeness

becoming emotionally healthy in ministry. F p6 Marriage enrichment for ministers

and mates. F p12 Lord, please . . . not Monday again! F p15

Reassessing one's call. F p16 Three dimensions of healthiness in ministry. F p19

The antidishrag complex. F p21 Success is not in excess. F p25 When death calls a minister home. F

You get paid to go to church. M p3 Postgraduate course RE-111: my first year in a pastorate. Ap p31

Finding your place in ministry: location. Ap p40

Being a pastor amid changing expectations. Jl p31

Your car can go 150,000 miles! Ag

Suggestions for a richer marriage. Ag p16

Caring for yourself: some strategies pastors and staff can use to provide their own pastoral care. Ag

What to do when you are stressed out. 5 p19

Where's your sense of balance? S

You know it is time to leave when. . . . S p31

## MINISTER'S MATE

An experiment in starting ministers' wives support groups. N p41 Confessions of a youth minister's spouse. Ap p20 There's never a dull moment. Ap p43 The chest. Jl p43

## MINISTRY

Writing as ministry. N p33 How to develop a ministry to nohresident members. F p32 Helping singles settle into the local church. M p28 Nontraditional singles need ministry, too. Ap p29

## **ORDINANCES**

Twelve Lord's Supper themes. D p39 Practical ideas for enhancing the observances of baptism and the Lord's Supper. Ja p12

A service of communion: Knowing Him. Ja p39

A service of communion: God's promises to you. F p38

A service of communion: for you . . . for me. M p29

A service of communion: sacrificial love. Ap p35

A service of communion: proclamation (witness). My p20 A service of communion: joy. Je p27

Nine steps to improve the effectiveness of the baptismal service. Jl p13

A service of communion: obedience/ commitment. Jl p24

A service of communion: forgiveness. Ag p19

A service of communion: the community of faith S p33

# PASTOR—CHURCH RELATIONS

Healthy churches? healthy pastors? F

## **PASTORAL CARE TIPS**

Helping people face death. M p40 When do you intervene in people's lives? Je p41

## **PASTORAL MINISTRY**

Overcoming your limitations as a pastoral counselor. D p25 Jousting with the windmills: focusing on the real issues in ministry. Ja p6 Being a pastor to people at mid-life. The art of listening. Ja p27 How to minister to families with adult-onset disability. Ap p23

Pastoral paradoxes. Ap p36 Listening: an important part of healing. Je p22 Emotional integrity in pastoral

ministry. S p6 Eating ice: reaching from the edge of empty. S p12

## **PASTORAL TRANSITION**

A pastor transition process. S p24

#### **PREACHING**

Increasing the joy and lifting the burden: three challenge points in sermon preparation. O p4 Preaching that helps people. O p9 How to avoid the "Saturday night special." O p12 People-centered sermons. O p15

Coping with the relentless demand to

preach. O p17 Planning preaching and worship in the single-staff church. O p20 Preaching for impact. JI p8 Does your invitation communicate? JI p16 Improving verbal communication from the pulpit. JI p21

### **PUBLIC RELATIONS**

Changing your church's community image. Je p28 How to write a press release that gets published. Jl p35 Someone help me! My image is showing! Ag p10

## SECRETARY'S FILE

Using volunteers in the church office. O p41
The keystone of the office. N p43
Don't sabotage the home team. D p43
Personal computers go to church. Ja p43
How to put your church records on a computer. M p43
Secretarial retreat: a benefit to any church. JI p41
Saying no. JI p42
Change? We'd better! S p40

#### SPECIAL EVENTS

Promoting special events at your church. Ap p33 Checklist for public events. Je p24 A new pastor installation service. Je p37

Step forward in faith-tithe. O p47

#### **STEWARDSHIP**

Growth in giving. O p48 Ideas for presenting your church budget. N p47 Stewardship preaching is our domain. N p48 Close out to start over. D p47 Treasures in heaven. D p48 Give: in Christ's spirit. Ja p47 Tithing gems. Ja p48 Help your church "account" for its money. F p47 Together We Build and budget giving. F p48 How to conduct a Live Wisely emphasis. M p47 Why celebrate Cooperative Program Day in 1993? M p48 The pastor can make a difference in stewardship development. Ap p47 Giving as worship. Ap p48 ABCs of church budgeting. My p47 Could cooperation become a

forgotten word? My p48

Planning makes stewardship happen. Je p47
Giving that makes a difference. Je p48
Church budget promotion: begging, belly-aching, or believing? Jl p47
Planning and presenting your church budget. Jl p48
Steps to a successful fund-raising program. Ag p47
Tithing empowers the church for ministry. Ag p48
How to improve your church's stewardship program. S p44
Cooperative Program Prayer Thrust event. S p45

## **SUNDAY SCHOOL**

Effective Sunday School work is no accident. F p37

#### **TECHNOLOGY**

Putting computers to work. Ja p 24 Using technology to save time. M p30 Versatile video goes to church. Je p32 Using computers to enhance your church's ministry. S p9

## **VOLUNTEERS**

Motivating volunteer leaders. M p6 How do you pay your volunteer leaders? M p8 Practical ideas for involving church members in worship. M p10 Recruiting volunteer workers—the job nobody wants. M p13 Communication: a key for observing all aspects of church life. M p16 How we conducted an eight-week new member training. M p18 Giving leadership to volunteer leaders: practical advice for pastors. M p21

#### WEDDINGS

A wedding ceremony. F p39

#### **WEEKDAY DIALOGUE**

Preschool programs and extended session: ideas for improving both. N p39 Strengthening the ties. F p43 Legal liability of day-care and nursery school facilities. M p41

#### **WORSHIP SERVICES**

An idea whose time is overdue. D p29
Practical ideas for involving church members in worship. Jl p3
Worship ideas for enriching the observance of worship. Jl p11

Keys for better midweek services. Jl p19 Why should you evaluate your church's worship services? Jl p25

#### YOUR CHURCH KITCHEN

Hearty main-dish meals. O p45
Traditional Thanksgiving feast. N
p45
Holiday treats. D p45
Whatever happened to the church
hostess? Ja p45
Special food for special church
groups. F p45
Casseroles. M p45
Outdoor cooking. Ap p45
Cheesecakes. Je p45
Vegetable casseroles. JI p45
Peaches. Ag p45
Ham—a versatile meat. S p42

#### **YOUTH MINISTRY**

Why do you work with youth? O p43
Helping youth make career choices. Ap p3
The ministry of youth in Southern Baptist life. Ap p6
What I would do differently if I were beginning my youth ministry again. Ap p10
Quality youth ministry: a rare gem. Ap p13
Continuing education for youth ministers. Ap p15
Over the hill! My ministry, too? Ap p18
New sex education resources for churches. Je p43

